



**MUST READ USER NOTES**

**EDITING NOTES FOR CRITERIA ARCHITECT**

**HIDDEN TEXT:** Each document contains Editing Notes in the form of "hidden text". The Editing Notes assist the Criteria Architect in modifying and editing the document to make it project-specific. In order to show the "hidden text", click the **Home** tab, and in the **Paragraph** group, click the **Show/Hide** symbol (¶). **Turn off** the Show/Hide symbol (¶) **before printing the document** in order to indicate the correct number of pages.

**BLUE TEXT:** Blue text is project specific information that must be edited by the Criteria Architect as applicable to the specific project. When complete change blue text to black text.

**BLUE ITALICIZED TEXT:** Blue italicized text is for example purposes *only* and must be modified and edited by the Criteria Architect to make it project specific. When complete change blue italicized text to black text (not italicized).

**TEXT BOXES:** Text boxes are used to insert project specific information. To use text boxes, left click on **Insert** and begin typing. As you type, the project-specific information will overwrite the text box. When complete change blue text to black text.

**TABLES:** To turn on table grid lines, click inside any table, then go to the **Table Tools > Layout** tab, **Table** group, and click **View Gridlines**.

**FORMAT:** Font: Arial; size: 9 pt.

**HEADERS:** The header of each page contains the following information and SHOULD NOT BE EDITED by the Criteria Architect: D-B RFP - Volume 3 of 3 / DIVISION 01 – [Section # and Title] GENERAL REQUIREMENTS / Design-Build (D-B) Capital Projects / Page X of Y

**FOOTERS:** The left side of the footer contains a revision date and SHOULD NOT be edited by the Criteria Architect. It is for the Department of Administrative Services (CT DAS) Construction Services informational purposes only. The right side of the footer contains the CT DAS Construction Services Project Number that SHOULD be edited by the Criteria Architect.

**SECTIONS, SUB-SECTIONS, PARAGRAPHS, AND TABLE OF CONTENTS:** If a Section is not part of the project scope, delete the Section in the General Requirements, then check "NOT USED" in the Table of Contents. DO NOT delete the Section title from the Table of Contents. If a Sub-Section is not applicable to the project, DO NOT delete the Sub-Section title from the General Requirements OR from the Table of Contents. Check "NOT USED" in the Table of Contents, and then state "NOT USED" beneath the Sub-Section Title in the General Requirements. Delete the contents of the Sub-Section. Edit Paragraphs carefully to reflect specific project requirements, or delete them if they do not apply. DO NOT include Paragraphs or parts of Paragraphs, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE. Also, please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**LEED & COMMISSIONING REQUIREMENTS:** The "Division 01 General Requirements - Design-Build Capital Projects" include the requirements for LEED & Commissioning. For D-B Capital Projects that DO NOT require LEED & Commissioning, the Project Manager and Criteria Architect must delete LEED & Commissioning Section/Sub-Section content from the documents and then check "NOT USED" in the Table of Contents. DO NOT delete the Section/Sub-Section titles from the Table of Contents. Use the "hidden notes" to determine which Sections/Sub-Sections are designated as LEED & Commissioning requirements.

**ADDITIONAL NOTES FOR CRITERIA ARCHITECT, PROJECT MANAGER, & USER AGENCY:**

Use the "Division 01 General Requirements – Design-Build (D-B) Capital Projects" documents when the project to be administered has been authorized by CT DAS to be a Design-Build (D-B) project.

The Project Manager, Criteria Architect, and User Agency must determine whether this project must comply with the following requirements of CGS § 16a-38k: Project is approved and funded on or after January 1, 2008; New construction of a state facility that is projected to cost not less than five million dollars; Renovation of a state facility that is projected to cost not less than two million dollars, that is financed with state funds and is approved and funded on or after January 1, 2008.

Division 01 Sections are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the Criteria Architect. Division 01 must be closely coordinated with Division 00, Division 02 through 49, and the Drawings.

Section 01 11 00 "Summary of Work" through Section 01 14 16 "Coordination with Occupants" more than any other Sections are project specific. These Sections expand requirements regarding definition of work of this contract; owner supplied products; Design-Builder's use of premises; future work; and owner occupancy of any portion of or all of the work. Sample section text is contained to illustrate possible section content. Revise sample paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.